

# CHIPPEWA VALLEY CORRECTIONAL TREATMENT FACILITY (CVCTF) INMATE HANDBOOK



*This handbook supersedes previous CVCTF Inmate Handbooks and related memos as of the effective date of this handbook. The content of the Inmate Handbook is not all-inclusive. Inmates need to follow all Division of Adult Institutions Policies, CVCTF Procedures and staff directives. Policies and Procedures are available in the library as they are updated. Updated policies and procedures take precedence over the rules stated in this handbook. This handbook is simply a guide.*

**Effective October 1, 2022**

## LIMITED ENGLISH PROFICIENCY POLICY NOTICE

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) inmates in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP inmate for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require. If you need help understanding English, please notify the nearest staff person.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran. Si Usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal mas cercano.

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## CONFIDENTIALITY NOTICE

The confidentiality of inmates housed at this institution is protected by federal laws and regulations. Confidentiality includes the inability to disclose residency or participation in programming at CVCTF unless authorized (DOC-1163A Authorization for Use and Disclosure of Protected Health Information) or self-disclosure occurs, including voluntarily self-disclosure when:

- Entering the Visiting Room
- Participating in off grounds activities

## INTRODUCTION

CVCTF is a fenced, minimum security adult correctional institution that provides Substance Use Disorder programs. Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

Upon your arrival, you are required to read and know the rules of this institution. An orientation session will be held during your first few days here, attendance is mandatory. The CVCTF Inmate Handbook and the Department of Corrections 303 are available to you. You will be charged \$3.00 if you damage or lose this handbook. You will also be advised as to specific rules, policies, procedures and expectations when you arrive on your assigned floor. Information is posted on the bulletin boards, it is your responsibility to read posted information.

Violating rules at any time while at CVCTF may result in disciplinary action and may change your anticipated program completion date or result in your removal from program. You will be held accountable for the decisions you make. Staff are here to help you understand and comply with rules. If you have any questions, feel free to ask any staff member. They will redirect your behavior to ensure compliance with rules and to promote general safety.

You are required to follow orders given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command. There is zero tolerance for aggression or profanity toward individuals with whom you come in contact.

*Oral Communications and Activities may be monitored and recorded inside the institution.  
Sus palabras y acciones adentro de la institución pueden ser velada y grabada.*

## AMERICANS WITH DISABILITIES ACT (ADA)

CVCTF is committed to assuring compliance with the ADA to provide reasonable accommodations and equitable and fair treatment to all. Discrimination against any disabled individual is not allowed. Reasonable accommodations for qualified disabled individuals will be provided. CVCTF will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.

CVCTF is a handicap accessible facility. If you carry a diagnosis of an identified disability you may be housed on any floor. If you have a disability, you will be granted accommodations based upon identified needs by a health care professional on an individual basis.

To request an accommodation, you shall complete a Reasonable Modification/ Accommodation Request (DOC-2530) and route it to the ADA Coordinator. You may appeal denials through the Inmate Complaint Review System.

## PRISON RAPE ELIMINATION ACT (PREA)

The Wisconsin Department of Corrections has *zero tolerance* for sexual abuse and sexual harassment within its facilities. Sexual abuse and sexual harassment among inmates and among staff and inmates in confinement is against the law. Violators will be disciplined and may be

referred to outside law enforcement for prosecution. Additional information can be found in the Sexual Abuse/Assault Prevention and Intervention (POC-41).

### HOW TO REPORT

It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties. If you experience, witness or suspect sexual abuse or sexual harassment you can report in any of these ways:

- Tell any staff person.
- Send a request to any staff person.
- Call the PREA reporting hotline.
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at [www.doc.wi.gov](http://www.doc.wi.gov) (click on “Prison Rape Elimination Act”).
- File a complaint.
- Contact local law enforcement.

### WHAT TO DO

- Get to a safe place.
- Even though you may want to clean up immediately after the abuse, consider waiting. It is important to save the evidence. Try not to use the restroom, shower, wash, drink, brush your teeth, eat or change clothing.
- Report the abuse as soon as safely possible. Deciding to report sexual abuse is never easy. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence.

## **CHAIN OF COMMAND**

The Chain of Command lists who you should contact first in an attempt to resolve issues. To obtain information from staff place a detailed Interview/Information Request (DOC-761) in the unit mailbox or submit electronically using the kiosk or your tablet. After waiting at least five days for a response or resolution, you may then contact the next level as needed, informing them of the steps you have already taken and what you have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff, or not waiting a reasonable amount of time will only cause delays.

Inmate complaints must be filed within 14 days from the occurrence giving rise to the complaint in accordance with DOC Administrative Code 310.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
Accounts/Financial Matters	Business Office	Financial Program Supervisor (FPS)	Correctional Management Services Director (CMSD)
Attorney Calls	Records Office	Records Supervisor	Deputy Warden
Behavior Modification – Incentives/Sanctions	Case Manager	Program Supervisor	Deputy Warden
Canteen	Business Office	FPS	CMSD
Clinical Services	Psychologist	Psychological Supervisor	Deputy Warden

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
Dental Services	Dental Staff	Health Services Unit (HSU) Manager	
Floor Issues	Floor Sergeant	Shift Supervisor	Security Director
Food Service	Food Service Staff	Food Service Administrator	CMSD
Health Services	Registered Nurse	HSU Manager	
Job Center	Job Center Staff	Program Supervisor	Deputy Warden
Kiosk	Floor Sergeant	Shift Supervisor	Security Director
Laundry	Floor Sergeant	Activity Sergeant	Shift Supervisor
Legal Loans	Business Office	FPS	CMSD
Library	Librarian	Program Supervisor	Deputy Warden
Mail/Property/Hobby	Mail/Property Sergeant	Shift Supervisor	Security Director
Medication	Registered Nurse	HSU Manager	
Notary Service	Records Office	Records Supervisor	Deputy Warden
Programming	Program Provider	Program Supervisor	Deputy Warden
Puppy Program	4 <sup>th</sup> Floor Sergeant	Program Supervisor	Deputy Warden
Reclassification	Case Manager	Classification Specialist	Bureau of Offender Classification and Movement
Recreation	Activity Sergeant	Shift Supervisor	Security Director
Religious Issues	Chaplain	Program Supervisor	Deputy Warden
Sentencing Information	Records Office	Records Supervisor	Deputy Warden
School	Teacher	Program Supervisor	Deputy Warden
Visiting Area	Visiting Room Officer	Shift Supervisor	Security Director
Visiting List	Case Manager	Program Supervisor	Deputy Warden
Work Problem	Work Supervisor	Department Supervisor/ Administrator	Deputy Warden
Work Release	Work Release Coordinator	Administrative Captain	Deputy Warden

**The last level in the chain of command is always the Warden.**

### **FIRE & TORNADO**

It is your responsibility to become familiar with emergency procedures and evacuation routes as posted. You are required to follow staff direction throughout the entire duration of the drill or during an actual event.

## GENERAL RULES

You are expected to work if not actively involved in programming and may be given a work assignment you did not apply for. Refusals and negative removals shall result in placement in VUNA status for 90 days.

1. At all times, noise levels will be kept to a minimum so as not to disturb others. Loud talking, singing, whistling or other inappropriate noises are not allowed indoors. Profanity is not permitted.
2. Visiting and loitering are not allowed in the hallways, entrance to the wings, doorways of the rooms, in the core areas, or in the stairwells. You are expected to walk to and from your destination, without delay.
3. Wing to wing and room to room visiting is not allowed without staff permission.
4. You are not allowed to stand in a manner that places you inside the officers' station.
5. Covering or manipulating thermostats is not allowed. Temperature concerns should be directed to staff.
6. Role playing games, fantasy games, homemade games and gambling of any kind are not allowed.
7. Any methods of identifying with non-approved groups, such as, gang related drawings, symbols or signs, letters, etc. are not allowed.
8. The covering of any window is not allowed.
9. You may not enter any areas marked "staff only".
10. Any inmate who has contact with any person prohibited by court order, department rule, or other enforceable law or rule may be subject to discipline. This includes contact made by telephone, mail, or through any other form of communication, including by a third party.
11. You are expected to follow standards of decency for apparel and conduct. Any type of showoff behavior will not be tolerated. Hands may not be rested in the waistband of your pants.
12. You are expected to maintain clean, safe, and sanitary living and working conditions within the institution. Terminal cleaning information is available on each floor on the bulletin boards.

## IDENTIFICATION (ID) CARDS

ID cards must be worn anytime you leave your assigned room. ID cards must be worn hanging from the neck area, from only the hypoallergenic colored lanyard issued by each floor per DAI 306.00.06.

- 2<sup>nd</sup> floor – yellow
- 3<sup>rd</sup> floor – green
- 4<sup>th</sup> floor – blue

1. ID cards must be worn outside your outer most garments, photo facing outward.
2. You will be given an Earned Release Program (ERP) tag indicating what phase of the program you are in and it shall be worn behind your ID card.
3. To obtain a replacement for a lost or damaged ID card, send an Interview/Information Request (DOC-761) to Intake with a completed Disbursement Request (DOC-184) made out to CVCTF indicating the reason for a replacement.

## COUNT

Counts are conducted several times a day to confirm the presence and well-being of each inmate'.

Standing Count times are:

- 7:30 a.m.
- 12:30 p.m.
- 5:00 p.m.
- 9:15 p.m.

1. You are required to be in your assigned room when the announcement is made that it is count time.

2. You should return to your assigned room upon hearing the announcement that it is five minutes to count.
3. During an emergency count, all inmates on grounds are to return to their assigned room immediately unless directed otherwise.
4. You are restricted to your room and are required to stand at the foot of your bunk.
5. You must be dressed in at least a T-shirt and shorts with nothing on your head or in your hands.
6. Talking is not allowed and electronics must be off until the room has been counted and staff have exited.
7. Remain in your assigned room until count has been verbally cleared via announcement.

## **MOVEMENT**

1. Elevator use is restricted unless you have an elevator pass, have been given permission to use them, or an emergency requires its use.
2. Stairwells are off limits unless you have signed out.
3. Movement to the following areas is as scheduled or by assignment:
 

▪ Staff Offices	▪ Intake	▪ ICE
▪ Kitchen	▪ Records	▪ 1st floor hallways
▪ Loading Dock	▪ Job Center	▪ HSU
4. Movement to designated areas prior to the start of group or appointment is not allowed, unless authorized by staff.
5. Movement will be limited on Training Days. You will receive reporting instructions from a work supervisor if needed.

### SIGN OUT SHEETS – UNIT ABSENCE RECORD

- Print your name and DOC # clearly and record the actual time.
- Sign out to a specific location (Chapel, HSU, Property, Outdoor Recreation, Weight Room, Cardio Room, etc.).

### HOUSING FLOORS

You are not allowed on any floor or wing other than where you are assigned, unless you are given permission by staff.

The officers' stations are closed:

- 5:55 a.m. – 6:10 a.m.
- 1:55 p.m. – 2:10 p.m.
- 9:55 p.m. – 10:10 p.m.

The core hallways are closed:

- 11:00 a.m. – 1:00 p.m.
- 4:55 p.m. – 6:00 p.m.

After 9:00 p.m. you will be restricted to your assigned wing, unless it is an emergency.

General movement resumes at 8:00 a.m.

## **DRESS CODE**

1. Inmates shall be dressed in at least a T-shirt and shorts 7:30 a.m. – 9:30 p.m. and anytime they exit their bunk.
2. All clothing must be worn as originally designed and fit properly. The waistband of pants will be at your waist, no lower. Shirts with buttons will be buttoned, except for the top button.
3. Inmates leaving the floor are required to be in state issued greens. This includes job assignments and groups.
4. Only state boots or personal shoes shall be worn anytime you leave your assigned wing. Footwear made with shoestrings must be tied and Velcro straps must be properly fastened during use for safety.

5. Thermal underwear tops and bottoms must be covered by a shirt and long pants.
6. Hats, caps, gloves and sunglasses may not be worn inside the building. The only exception is for an authorized medical need or as required during the performance of an assigned job duty.
7. Jackets may only be worn going to and from outdoor areas.
8. Kitchen workers are issued work specific clothing (kitchen whites) for sanitary reasons. This clothing shall only be worn while working in the kitchen and to and from the job assignment. Kitchen whites may be worn to HSU if the appointment is during work hours.
9. During all off-ground activities (medical appointments, community service, group activities) inmates are required to be dressed in only state issued clothing, including undergarments and footwear. Except for approved work release clothing, no personal property or clothing is permitted off-site.
10. Towels may not be used as hats or scarves.
11. Slippers may be worn in your wing during non-meal times. Boots or shoes are required in the dining area during meal times.
12. Bathrobes may be worn in your room and to and from the shower as long as the robe is completely closed.
13. Shower shoes (open toe) may only be worn to and from the shower.
14. Shower caps, combs and hair picks are restricted to use in your room or the restroom.
15. Du-rags and rollers can only be worn in your assigned room, with the exception of going to or from the restroom during nighttime sleep hours (9:30 p.m. – 7:30 a.m.).
16. At least underwear must be worn during nighttime sleep hours.
17. Tank tops, A-shirts and muscle shirts are considered recreation clothing and can only be worn to, during and from recreation activities.
18. Shirts must be worn at all times during recreation.
19. Wrist bands, headbands and weight lifting gloves can only be worn in the Weight Room or at outdoor recreation.

### **PERSONAL HYGIENE/GROOMING**

1. Soap, toothbrush and toothpaste are available at the officers' station.
2. Frequent hand washing with soap is highly recommended for the prevention of spreading germs.
3. Fingernails must be kept clean and trimmed and cannot exceed the end of the finger.
4. Braiding is allowed in the restrooms, assigned rooms and at outdoor recreation.
5. Hair braids will be in a straight line only (front to back, or side to side).
6. Hair braiding that can be identified with a disruptive group or that interfere with health and safety of a work assignment are not allowed.

#### SHOWERS

Shower often enough to preserve acceptable personal cleanliness and to keep your appearance neat.

Monday thru Friday shower hours are:

- 5:30 a.m. – 9:00 a.m.
- 11:00 a.m. – 12:25 p.m.
- 3:15 p.m. – 10:00 p.m.

On Saturday, Sunday and Holidays shower hours are:

- 5:30 a.m. – 10:00 p.m.

Exceptions to the shower schedule will be at staff discretion. Staff may deny shower use to accommodate a group session or for cleaning/sanitization purposes.

Showers are not available when groups are taking place.

## HAIRCUTS – DAI 309.24.01

1. Haircuts will only take place in the barber shop by the approved barber.
2. Appointments will be made by signing up on your floor, during the designated sign up time. If you miss your appointment you will need to wait until your floor is scheduled again.
3. Only one haircut will be allowed every three weeks.
4. You must check in with the Intake Officer before and after your haircut.
5. Haircuts that can be identified with a disruptive group or that interfere with health and safety of a work assignment are not allowed.
6. The sides and the back can be shorter than your top as long as there is no line.
7. There will be no face shaving of any kind done in the barber shop.

## **LIVING AREA**

The physical layout of CVCTF is different than many other facilities. Inmates are mostly housed in a dormitory setting consisting of 10 men assigned to a room. Each wing has four rooms that share restroom and shower facilities. Group rooms are located on all floors throughout the building.

1. Living areas are to be kept neat, clean and in order at all times.
2. All lights in the wings and rooms will be turned on by 7:30 a.m. on weekdays and 12:00 p.m. on weekends.
3. Beds are to be properly made unless they are being used for sleeping.
4. You are responsible for your own property using the secured footlocker and the storage tote provided. Footlockers, totes and tote lids must be stored on the floor. Books, magazines, medications, canteen items, etc. must be stored and locked in your footlocker. All clothing items are to be folded and put away, or hung on the provided clothing hooks.
5. Common areas are not to be used as storage areas. This includes: tables, the ledge above the door and window sills.
6. All personal electronics must be used with headphones placed on the head or ear buds placed in the ears. Any sound from the listening devices that can be heard by others will require the volume to be turned down.
7. Electric equipment/electronics is limited to use within your assigned room. The following are exceptions: typewriters may be used in the dayrooms, tablets may be used in your wing, at the kiosk and the library and electric razors may be used in the restrooms.
8. All televisions and lights will be turned off at 11:00 p.m. and may not be turned back on prior to 7:00 a.m. the following day.
9. Tablets are not allowed to be used while working, attending meals or while standing for count.
10. All personal electronics, fans and lights are to be turned off when you are not in the room.
11. Coverings may not be placed over any lights, light bulbs or lamps for safety reasons. All protective covers must be kept in place.
12. After 9:00 p.m. no table games, card playing, or loud talking is allowed.
13. You may only use the outlets for your assigned bunk.
14. Only television boxes and radio boxes will be allowed in your room. They are not to be used as shelving or for storage of other property. Extra boxes to store property are not allowed.
15. Homemade bookcases, shelves, clothes lines, etc. are not allowed.
16. Each room shall only contain one chair per bunk. Chairs may not be moved from other rooms.
17. Mattress and pillow replacements will be determined by floor staff.
18. If your assigned room is being searched, you will be required to leave the area until the search is finished. You will receive a written receipt for any of your personal property item(s) removed as a result of the search.

19. Nothing is to be hung or secured to the walls, footlockers, bunks, windows, furniture or ceilings. Antennas are allowed to be placed in an approved manner and designated area.
20. You must be visible to staff from the doorways at all times. Do not use any items to cover your entire body or use items to obstruct the view of any person in the room.
21. Nothing is to be hung on the door to the room and any action or activity that could damage the door mechanism is not allowed.
22. Exercises and other like activities are allowed in recreation areas only, not on the floors.

## **SERVERY**

1. Serveries will be open:
  - Sunday thru Thursday 6:00 a.m. – 11:00 p.m.
  - Fridays, Saturdays and the day before a holiday 6:00 a.m. – 12:45 a.m.
2. Serveries will be closed:
  - 30 minutes prior to serving meals
  - 30 minutes after meals have been completed.
3. Early morning workers may use the microwave/sink/counter area and sit quietly beginning at 5:00 a.m. until leaving for work.
4. Phone calls, reading and studying are only allowed when the servery is open. Games are not allowed to be played in the servery.
5. Only bowls, containers and utensils purchased through canteen may be used for cooking during non-meal times. Foot basins are not allowed in the servery.
6. Food/drinks prepared using canteen items must be consumed that same day.
7. Mixing canteen items together for the purpose of creating or an intoxicating effect is not allowed. Mixing beverages together to create a caffeine/sugar high may result in discipline.
8. Microwaves are limited to heating items sold through canteen, specifically intended to be heated in the microwave, and in accordance with their respective cooking directions. You are not permitted to heat fish products, creamers, chocolates, or any candy in the microwaves.

## **MEALS**

1. Meal times and menus will be posted on the bulletin boards on each floor.
2. Meals are not announced. You are expected to be present and ready for meals. No trays will be saved if you are late for meals.
3. Doors between the servery and living area will be closed while workers prepare for meals and clean up after meals. Only servery workers can be in the servery area while meals are being prepared. The door between the servery and the core will be left open.
4. Saving of seats for meals with any object is not permitted.
5. Once seated at a table, you may not switch tables or leave and come back without staff permission.
6. All meals will be eaten in the assigned dining areas within 20 minutes of receiving the meal.
7. The microwave is not allowed to be used during meal times.
8. Hot water dispenser and servery sink may only be used with staff permission.
9. One glass of either milk or kool-aid is allowed at the noon and evening meals.
10. You are allowed to bring condiments to meals. No personal cups, bowls or storage containers are allowed.
11. When finished eating, you should empty your tray and return to your assigned room.
12. You may take a piece of fresh fruit to your assigned room to be eaten that same calendar day.

## **DAYROOMS & TV ROOMS**

1. Dayrooms and TV rooms will be open:

- Sunday thru Thursday 6:00 a.m. – 11:00 p.m.
  - Fridays, Saturdays and the day before a holiday 6:00 a.m. – 12:45 a.m.
2. Dayrooms and TV rooms will also be used as group rooms and may be closed at times to accommodate program groups or activities, as needed.
  3. TV channel selections will be decided by group consensus. Staff will make final determination of programs to be viewed.
  4. Board games are available at the officers' station. All games must be returned when not in use, at the end of each day and prior to the closing of dayrooms.
  5. Canteen items are allowed in the dayroom and TV room. You are responsible for cleaning up after yourself.
  6. You are required to sit on chairs with your feet on the floor. No rocking back on the chairs.

### **TELEPHONE USAGE**

1. Telephones are available when the servery is open for personal use.
2. You may only use your assigned Personal Identification Number for phone calls.
3. Three-way calls are not allowed.
4. Telephone calls are limited to 20 minutes. After completion of one telephone call, there is a delay before being able to make another call.

### **KIOSK**

1. Kiosks are available during open core hours.
2. You have 20 minutes to use the system before being timed out.
3. Electronic correspondence is subject to regular mail inspection and will be processed by third shift security on a daily basis.

The following departments may be contacted by email using the kiosk:

- |                   |                       |
|-------------------|-----------------------|
| ▪ Wardens Office  | ▪ Programs Department |
| ▪ Business Office | ▪ Records Office      |
| ▪ Food Service    | ▪ Security Department |

### **STATE ISSUE LAUNDRY/LINEN**

1. You are responsible for the following state clothing and linen items issued to you:
 

▪ 3 Pants (green)	▪ 2 Towels
▪ 3 Shirts (green)	▪ 2 Wash Cloths
▪ 3 Pairs of Socks	▪ 2 Blankets
▪ 3 Underwear	▪ 2 Bed Sheets
▪ 3 T-Shirts	▪ 1 Pillow Case
▪ 1 Spring Jacket	▪ 1 Winter Jacket (winter months)
▪ 1 Pair of Boots/Shoes	▪ 1 Set Hat and Gloves (winter months)
2. All state issued clothing and linens will be laundered by Badger State Industries (BSI). State issued clothing and linens may not be laundered in the unit washers and dryers.
3. Laundry exchange times are posted.
4. Laundry is a one for one exchange at the Main Laundry. Do not leave laundry in common areas.
5. Linens will be exchanged on a weekly basis on each floor.
6. Boot requests should be submitted to the Intake Officer.

### **PERSONAL LAUNDRY**

#### WASHER & DRYER

Washers and dryers are available for use from 6:00 a.m. – 9:30 p.m. daily.

1. Only personal clothing may be washed. Shoes may be washed by hand, not in the machines.
2. Only laundry detergent purchased from canteen or issued by staff may be used. Bar soap shavings, liquid hand soap, or cleaning packets may not be used.
3. No saving the washing machine or dryer for others.
4. Do not sit on the washer or dryer.
5. Do not overload the machines.
6. CVCTF is not responsible for damaged, lost, or stolen items placed in the washer or dryer.

## RECLASSIFICATION

Questions concerning your program assignments, custody and placement will be addressed at your reclassification hearing. If you have had a significant change since your last review, you may request an early reclassification through your assigned case manager.

## CASE WORKER MEETINGS

1. All one on one meetings must be pre-approved, or at the request of a treatment specialist/social worker.
2. No cups, mugs, or pitchers are allowed in staff offices.
3. Check in at the officers' station on that floor upon your arrival and state your destination.

## EARNED RELEASE PROGRAM (ERP)

ERP gives you the chance to learn more about yourself, your thoughts, feelings and behaviors. Program start dates are tentative. You are expected to be an active participant in case planning and to work on personal development and self-awareness both inside and outside of groups.

Progress in group will be measured by your participation, behavior (both in and out of group), homework, work assignments and conduct in any off-ground activities.

In addition, all inmates will actively work to incorporate self-awareness by holding themselves and others accountable. You are expected to treat others with respect, striving to effectively communicate with one another and staff. You are expected to act and work out differences as responsible adults. Violating rules or demonstrating anti-social behavior will have consequences up to and including termination from ERP.

**Phase I** – You will begin Phase I when you arrive at the facility. In this phase, you are expected to structure your time with work and appropriate activities.

**Phase II** – You will begin Phase II when you start core curriculum, where you will be involved in full-time programs to include but not limited to: Thinking for a Change and Cognitive Behavioral Interventions Substance Use Adult. Phase II is not complete until you have successfully completed all assigned programming and treatment interventions. You are expected to structure your time throughout the entire day. You will be monitored for your work performance, behavior (both in and out of group), willingness and motivation to engage appropriately.

**Phase III** – You will be placed in Phase III after successfully completing Phase II of the program. You will be expected to demonstrate your behavioral skills learned, act as a mentor and assist others in Phase I and Phase II, as needed. Additional activities and work assignments may be given by staff. ERP rules and expectations are to be followed while you are in program pay status.

## CORE PROGRAMS

### COGNITIVE BEHAVIORAL INTERVENTIONS - SUBSTANCE USE ADULT (CBI-SUA)

CBI-SUA uses a cognitive-behavioral approach to teach participants strategies for avoiding substance use.

### THINKING FOR A CHANGE (T4C)

T4C is a curriculum developed by the National Institute of Corrections that uses: cognitive self-change, social skills and problem-solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering anti-social thoughts, feelings, attitudes and beliefs.

## **ANCILLARY GROUPS**

### PRE-TREATMENT

Pre-Treatment is designed as an orientation to the Core Programs provided by CVCTF. It introduces the cognitive-behavioral model, listening skills and goal setting.

### ANGER MANAGEMENT

Anger Management for Substance Abuse and Mental Health Clients uses a Cognitive Behavioral Therapy approach that utilizes relaxation, cognitive and communication skills interventions. Participants will create individualized anger control plans that will help them succeed in managing their anger.

### COGNITIVE BEHAVIORAL INTERVENTIONS - EMPLOYMENT ADULT(CBI-EA)

CBI-EA is a curriculum to manage risky behavior and thoughts within the workplace by integrating cognitive-behavioral interventions with more traditional employment approaches.

### SOCIAL SKILLS

Social Skills provides participants with an opportunity to practice a wide range of pro-social skills to help navigate every day high-risk situations.

### EPICTETUS

The Epictetus Self-Mastery Program helps participants break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus.

### DOMESTIC VIOLENCE

Domestic Violence is a cognitive behavioral program designed for male inmates who have been identified to have previous abuse/violent patterns with intimate partners. The curriculum teaches social skills and problem solving.

## **RELIGIOUS/CHAPEL SERVICES**

The Chaplain's office is available to assist you with spiritual growth and development. Opportunities exist for all to practice their religion in accordance with DAI policies. Community volunteers assist in providing special programs and studies. Please refer to the Chapel activity list posted on your floor for specified day and times of events.

Chapel hours are posted on the floors and outside of the Chapel. If you are in the Chapel, you are to be working on or talking quietly about something related to your faith/religion.

The Chapel media center provides opportunities to listen to faith-based music, watch faith-based movies and check out a variety of religious books and pamphlets. There is a Religious Library in the Chapel which has items for circulation and other religious reference materials.

## **INDOOR RECREATION**

1. A schedule will be posted showing times when your floor/wing may use the equipment.
2. You cannot sign out to and are not allowed to leave your floor to go to recreation until the top of the hour. Upon arrival, you must sign in to either the Weight Room or Cardio Room.
3. No loud or disruptive behavior. No horseplay, sparring or shadow boxing will be allowed.
4. Cups, mugs, pitchers and canteen items are not allowed.
5. Brown/jersey gloves are not to be utilized as weight lifting gloves.

6. Weight lifting equipment must be used as it was intended. Check with staff or a Recreation Worker if you have questions on how to use the equipment.
7. No slamming or altering weight machines.
8. No using towels or rags as weight lifting devices.
9. No outdoor recreation equipment may be used indoors.

## **OUTDOOR RECREATION**

1. The outdoor recreation hours are as posted, as weather permits and at staff direction.
2. When weather conditions approach dangerous temperatures (hot or cold) outdoor recreation activities may be limited or shut down.
3. Recreation equipment can be checked out from the indoor recreation area.

### YARD

1. No loitering in entry, on sidewalks or the walking track.
2. No spitting on track, sidewalks, ball courts or any other paved areas.
3. No loud or disruptive behavior. No horseplay, sparring or shadow boxing will be allowed.
4. Do not place or hang personal items on the perimeter fence at any time.
5. Shirts must be worn at all times during recreation.
6. You are not allowed outside the posted recreation area.
7. You may bring a beverage outdoors, but no food items will be allowed.
8. If you check out recreation equipment, you are responsible for returning it. Carelessness or misuse of the equipment may result in discipline and restitution for damaged or lost equipment.
9. The following medications will be allowed outside: Epi-pen, nitro pills, inhaler and approved medical appliances or approved medical athletic devices.

### TRACK

1. Direction of movement on the track is posted on the door to go outside.
2. Joggers/runners will use the outside lane of the track. Walkers will use the inside lane.
3. Stay on the pavement when walking/running.
4. Workout stations are placed around the track to be used for exercise and everyone's use. Do not loiter at the stations.
5. No exercises are to be performed on the track.

### TABLES & BLEACHERS

1. Picnic tables shall not be moved.
2. No standing on the tables or sitting on the table tops.
3. No standing on the bleachers.
4. Tables and bleachers are not to be used as exercise equipment.
5. Personal games such as chess, cards, dominoes, cribbage, etc. are allowed. Blankets for use on table tops shall be checked out from the indoor recreation area.
6. Books, program work and letter writing are allowed outdoors.
7. Hair braiding is allowed at the tables.
8. The following hobby items are allowed outside: harmonica, guitar (no case), drawing and yarn work.

### BASKETBALL/VOLLEYBALL

1. No climbing or hanging on any poles, net or rim.
2. No kicking the ball.
3. No standing/loitering on the court, spectators must be seated on the bleachers or at the tables.
4. Horseplay or excessive physical play will not be tolerated.

5. Shoes and socks can be removed while playing sand volleyball. Wearing socks without shoes is not allowed.
6. Basketball games are limited to no more than 3 versus 3 half court games. No dunking or spiking the basketball.
7. Volleyball games are limited to 4 versus 4.

*This is not an all-inclusive list of rules governing activities on the recreation field.  
It is your responsibility to follow the direction of staff members at all times.*

## FINANCIAL SERVICES

### ACCOUNT BALANCES

Trust Account Statements will be provided on the first business day of each month. The balance of your regular account can be checked via the phone system and kiosk.

### RELEASE FUND – DAI 309.45.02

Release funds may be used for items listed in DAI 309.45.02 Attachment A - Release Funds Allowable Uses.

### INMATE SAVINGS ACCOUNT- DOC 309.49 & DAI 309.46.01

Request to open a regular and/or release interest bearing account by submitting an Interview/Information Request (DOC-761) to the Business Office.

### DISBURSEMENT REQUEST (DOC-184)

A DOC-184 must be used in all money transactions. This includes all financial transactions within the institution, requests to order merchandise from outside the institution and to send money to private individuals.

1. They must be filled out completely and have the appropriate approvals to be processed.
2. Full payment is required before an order is placed.
3. For photocopies, postage, shipping and other transactions within the facility, the "pay to" is CVCTF.
4. A DOC-184 for photocopying will be submitted to and processed by the department to which the request is made. The cost of photocopies is \$0.15 per copy side.
5. A DOC-184 for expenditures related to an authorized facility program activity should be submitted to the appropriate staff program coordinator for processing.
6. All other DOC-184s are to be submitted to any staff to verify and sign the request.
7. The original will not be given back to you once it is processed.
8. DOC-184s that are not approved will be returned to you.

### DISBURSEMENT APPROVAL CHART

REASON FOR DISBURSEMENT	Security Staff		Other Staff		
	Verify identity	Approve DOC-184	Verify identity	Approve DOC-184	
Personal property items \$75.00 or less excluding religious, hobby or recreation	x	x	x	x	Security Staff or Case Manager
Pizza Sales	x	x			Security Staff
Visiting Room pictures	x	x			Visiting Room Staff
\$25.00 or less to a close family member	x		x	x	Case Manager
Over \$25.00 to a close family member	x		x	x	Program Supervisor or Security Supervisor

REASON FOR DISBURSEMENT	Security Staff		Other Staff		
	Verify identity	Approve DOC-184	Verify identity	Approve DOC-184	
Personal property items more than \$75.00	x		x	x	Program Supervisor or Security Supervisor
Pay a bill	x		x	x	Program Supervisor or Security Supervisor
Donate money to institution, person, agency, charity or church	x		x	x	Program Supervisor
Birth Certificate	x		x	x	Case Manager
Savings or transfer of funds	x			x	Business Office Staff
Photocopies			x	x	Dept. making copies
Medical Copays			x	x	HSU Staff
Hobby or Recreation items	x			x	Mail/Property Staff
Release Clothing	x			x	Mail/Property Staff
UPS or Postage	x			x	Mail/Property Staff
Religious Items			x	x	Chaplain
Special Events or Sales	x	x	x	x	As posted for event

### MAIL ORDER PURCHASES

1. Mail order forms must be filled out completely with your name, DOC # and the shipping address.
2. Sufficient funds must be in your account or the order will be denied. No loans will be given.
3. Mail order purchases to be delivered to an address other than the institution must be approved by a Program Supervisor.

The following items must be sent to the Business Office:

- ✓ Completed order form or a letter detailing the items to be purchased.
- ✓ A DOC-184 with the correct payment amount including taxes and shipping costs.
- ✓ An embossed envelope correctly addressed to the vendor. If you are ordering from the canteen property vendors, no envelope is required.

When completing your order, it is important to calculate your figures carefully.

- If you have an error, it will be denied.
- When ordering items that are packaged as a unit. one pack of 6 pair of socks is 1, not 6.
- Shipping and Handling is specified in the mail order catalogs. The total merchandise plus shipping and handling are added together before calculating your tax. Some companies include tax in their prices, which would be noted on the order form.

*You are a Wisconsin resident, total combined State and Chippewa County Sales Tax is 5.5%.*

### APPROVED VENDOR PROPERTY CATALOG ORDERING

The Approved Vendor Property Catalog program allows for the state to use approved vendors to supply canteen and property items.

1. Vendor catalogs and order forms are available at the officers' station on each floor.
2. You can order directly from the companies using supplied order forms. Weekly, one composite order is sent to each vendor from the facility.
3. A separate order form and DOC-184 must be received for each vendor.
4. All vendor orders must be received in the Business Office by Wednesday at noon, to be processed that week. Orders arriving after that will be processed the following week.

5. Family and friends can order directly from the designated companies via toll free phone number or the Internet.

### PAYROLL

Payroll periods are bi-weekly. Payroll will be posted by Friday following the close of a pay period. Any questions regarding rate of pay, hours worked, or amount paid are to be directed to your work supervisor. If a correction is needed it must be approved and requested by the work supervisor.

### LEGAL LOANS -DAI 309.51.01

If eligible, apply for a legal loan by submitting a DOC-761 to the Business Office. Legal supplies are requested by submitting a DOC-761 for approval to the Business Office and upon approval they will be issued. Postage fees must be approved by the Business Office on a DOC-184 before being processed. Requests for photocopies will be managed in the Library. It is your responsibility to assure sufficient lead time for the processing of your requests prior to a required deadline.

## **CANTEEN**

Maximum bi-weekly canteen purchases are limited per DAI 309.52.01.

1. You will be given one canteen price list that you must keep.
2. Orders shall be placed via the inmate phone system during the posted bi-weekly ordering cycle.
3. Canteen will be distributed following the posted canteen calendar.
4. All orders will be distributed in sealed bags with a duplicate receipt inside the bag.
5. You must sign the list as you receive your canteen.
6. Prior to opening the bag, you must check the contents of the bag against the receipt to ensure you have received the items you were charged for.
7. If there is a discrepancy, notify staff who must unseal the bag. Staff must be notified of potential errors or discrepancies before leaving the canteen distribution area and before the bag is unsealed.
8. No adjustments for potential errors or discrepancies will be made after leaving the canteen distribution area or unsealing the bag.
9. Damaged items need to be returned to the Business Office within 3 days of distribution for refund. Include the product and receipt with staff signature.
10. Adjustments to your account will be made by the Business Office.

## **PROPERTY**

Mail/Property open hours are posted on the floors.

Parcels, packages and any incoming property items shall be sent to the CVCTF physical address, 2909 East Park Avenue, Chippewa Falls, WI 54729, and routed to Mail/Property where it will be opened and inspected for contraband. All state contracted commercial deliveries will be processed through Mail/Property. Contraband found shall be disposed of in accordance with the departmental rules. If, upon opening, the contents are found to be damaged, you will be notified.

### PERSONAL PROPERTY

1. You are responsible for following the property limits per DAI 309.20.03.
2. Altered property is not allowed.
3. Any property item that gets lost, broken, damaged, or stolen must be immediately reported to Mail/Property so that it can be removed from your Property Inventory.
4. Items on your Property Inventory must be disposed of in Mail/Property to ensure completion of proper documentation.

5. Property may not be loaned, sold, bartered, traded or disposed of improperly.
6. All clothing must be kept in good repair. Any altered clothing item will be considered contraband.

### RELEASE CLOTHING - CVCTF 920.62

You are responsible for having appropriate clothing for release. Three months prior to completing group release clothing may be received from a vendor with a receipt. You will be notified of its arrival; release clothing will be stored in property. Denied items will not be held until release.

### HOBBY

1. Hobby sign up is done in Mail/Property upon transfer if you own hobby property. You must be signed up prior to ordering any hobby items.
2. Hobby items will be kept in your living area.
3. Six months prior to release hobby approval may be limited.
4. No more than a total of three hobby projects may be in progress at a time.
5. Completed hobby items must be sent out or donated.

## **MAIL**

The mailing address for CVCTF is posted on the bulletin boards. All mail sent and received must be processed through the United States Postal Service (USPS) and the Mail/Property Department per DAI 309.04.01.

When there is a reason to believe any mail poses a risk to the security of the facility, the Warden/Designee may order mail opened and inspected or monitored.

No mail is to go out or come into the facility through other inmates, staff or visitors.

### INCOMING MAIL

Incoming mail is subject to being opened and examined for contraband before being delivered, except for mail that is readily identifiable as special/legal/healthcare provider mail as outlined in Administrative Code DOC 309.04(3). These items will be stamped, "Open in the presence of the Inmate" and Security staff will ensure there is not contraband present.

Mail is distributed from the officers' station at posted times on each floor. If you are working during posted times, speak with the Floor Sergeant regarding mail pick up. If you have mail, your name will be checked on the mail list posted near the officers' station when it is ready to be distributed. Do not approach the officers' station asking for mail until the mail list is posted.

### OUTGOING MAIL

All outgoing mail and internal correspondence shall be placed in the mailboxes located on each floor by 9:00 p.m. daily. To request the return of a piece of mail once it has been placed in the mailbox you must submit a written request and deliver it to the second shift floor sergeant no later than 9:00 p.m. that same day. The request is to include the name and address of the recipient and the sender's name, DOC # and room number. The third shift floor staff will then retrieve the mail.

Inmate-to-inmate mail requires postage, even if the recipient resides at CVCTF, and must be submitted for mailing unsealed. After review it will be processed with the U.S. Postal Service mail if authorized. Inmate-to-inmate mail that is submitted sealed will be opened, searched and returned to the sender. All other mail may be submitted sealed.

Do not draw pictures on the envelope. Only the return address, the mailing address and postage shall be on the envelope. The return address must be clearly written and contain your full name (name you are incarcerated under), DOC # and mailing address of the facility. Envelopes without

this information will be opened to determine the sender and returned. Alteration of envelopes is not allowed, including alteration of the stamped DOC # on the envelope.

All mail must contain the proper postage, or it will be returned to the sender. Envelopes with postage are sold through canteen. Additional postage costs to process the mail will be the responsibility of the sender. A completed Disbursement Request (DOC-184) is to be attached to any mail you believe may need additional postage for weight, special handling, overseas delivery, airmail, etc.

## VISITING

1. Visiting days and times are as posted.
2. The visiting list from a previous Wisconsin DOC institution will be used at this facility. You will not need to resubmit visiting questionnaires.
3. To request to have a visitor placed on your visiting list, you will need to obtain a Visitor Questionnaire (DOC-21AA) with the CVCTF address from the forms rack near the elevators.
4. Upon approval/denial of the proposed visitor, you will receive a copy of your Inmate Visiting List. It is your responsibility to inform your visitor that they have been approved.
5. To make changes to a visitor's address, complete a Visitor Information Change (DOC-884) and send it to the Records Office.
6. Visiting Information is available to all visitors on the DOC public website.

### VISITING GUIDELINES

1. Visits may not occur during your scheduled program time. Visits during work time may be approved by the work supervisor with a minimum of 24 hours prior notice. Notify visitor(s) of your scheduled programs and work commitments.
2. Once a visit is started, the visitor(s) will not be allowed to leave and return.
3. A floor officer will notify you of a visit. Do not report to the Visiting Room until instructed.
4. Report to the Visiting Room Staff prior to joining your visitor(s).
5. You must wear a complete set of state issued greens and footwear in the Visiting Room. Personal clothing (other than underwear and socks) is not to be worn over or under state issued clothing. Shirt buttons are to be buttoned, except the top button. No watches, thermals, coats/jackets or caps/hats in the Visiting Room.
6. Conduct During Visits:
  - Loud talking and boisterous behavior is not allowed. Profanity of any type is forbidden.
  - Parents or guardians are responsible for supervising their children. You are responsible for the conduct of all your visitors.
  - You are permitted to embrace and exchange a brief kiss at the beginning and end of each visit. All other contact is limited to hand holding only.
  - You may not pass or exchange items during a visit unless authorized to do so by the Shift Supervisor.
  - Talking between tables is not allowed.
  - Separate restroom facilities are available for male and female visitors and inmates.
  - Any visitor(s) or activity deemed disruptive will result in the termination of a visit.
  - If there are reasonable grounds to believe the visitor has attempted to bring contraband into the facility, the visit will be terminated. Disciplinary action may occur including the removal of visiting privileges. Any visitor bringing in contraband may be prosecuted.
7. The vending machines are for everyone's enjoyment. Do not abuse them. Only the visitor is allowed to purchase the products. You may not have money in your possession.

8. Once you sit down at a table, you may not move to another table without staff permission. Furniture may not be rearranged, no. moving chairs closer together.
9. During a visit, you may have photos taken. See CVCTF 940.601 for more information.
10. You are responsible for cleaning up your immediate area after your visit has terminated.
11. You will exit the visiting area prior to the visitors leaving.

## **MEDICAL SERVICES**

### [HEALTH SERVICES UNIT \(HSU\)](#)

You should promptly alert the floor staff if you have any medical restrictions or special medical needs. If you believe you need immediate medical attention, notify the first available staff person of your condition.

### [HEALTH SERVICE REQUEST \(HSR\) \(DOC-3035\)](#)

For non-emergency medical attention, complete a blue HSR with your specific medical concern. These forms are located on each floor. Submit one request at a time and put it into the designated mailbox before 10:00 p.m. if you want to be seen the next day that HSU staff is available. Be specific on the nature of your request, for example write sore right toe. Please include your name, DOC #, floor/wing, date and signature. Check the appropriate box indicating whether you do or do not want to be seen by HSU. Do not report to the HSU until your appointment time. You are not allowed to submit a request for another inmate.

### [SICK CALL PROCEDURE](#)

All requests for sick call will be triaged daily during operational hours by a registered nurse who will determine the urgency of the request based on information provided by you. You should submit a completed blue HSR in the HSU mailbox on your assigned floor. Be prepared to wait a period of time in the event that other health care emergency situations arise within the facility. Sick call takes place Monday thru Friday starting at 8:00 a.m. Every effort will be made to schedule all non-emergency HSR for a sick call appointment within one working day from the date of receipt of the original request.

### [COPAY PROCEDURE - DAI 316.00.01 ATTACHMENT A](#)

When submitting a completed blue HSR, be sure to sign the copayment disbursement section. Do not remove any portion of the request. HSU staff will determine if the copayment applies at the time of your appointment. If HSU staff schedule you for a follow-up as a result of your initial visit, the follow-up appointment will be free of charge. If you are scheduled by HSU to be evaluated for chronic illness, you will not be charged a copay for the evaluation. Some examples of these identified illnesses would be diabetes, hypertension, asthma, seizure disorders, HIV, etc.

### [HEALTH SERVICES MANAGER \(HSM\)](#)

You shall submit an HSR to the HSM to address concerns or questions that have not been resolved to satisfaction with other HSU staff. Include on the HSR "Following the Chain of Command for a medical issue" if that is your intent. You may receive a written response to your concerns instead of a personal interview with the HSM. All efforts will be made at the unit level to resolve your issues or concerns related to the provision of health care by the HSM/Designee.

### [MEDICAL RECORD REVIEWS](#)

Requests received by HSU for medical record reviews will be scheduled. If you are in programming or work, you must include the time you are available for an appointment. You will receive, a response on the HSR that your request has been received, and that you have been scheduled for an appointment. If you have pending legal cases or concerns, you are asked to

make a note of this on the original request. HSU staff will make every effort to assist you in emergency requests for access to medical records, but cannot guarantee access before the due date. There is no copay charge for a medical record review. A Disbursement Request (DOC-184) shall be submitted for any photocopies requested without a medical record review.

#### [OFF-SITE CONSULTATION MEDICAL ORDERS - DAI 500.30.02](#)

Any orders written by a health care provider outside of CVCTF are considered “recommendations only” and will not be implemented until the CVCTF physician has had an opportunity to review them. Upon review, it will be at the discretion of the physician to determine the appropriateness of implementing the recommendations within the correctional setting. You are cautioned to not assume that all recommendations by outside health care staff will be implemented or ordered.

#### [MEDICATION - DAI 500.80.25 & CVCTF 975.101](#)

Officer controlled medication will be distributed at the designated medication distribution site at HSU. If a pattern of being late for the specified distribution time is noted, disciplinary action may be taken. Medication times are posted within the HSU and on the floors. Medication is available only at times specified unless prescribed differently by the physician or an emergency exists.

You must use a disposable cup for water when taking your medication. This cup will be provided to you when you receive your medication.

If you are found to be “cheeking”, “palming”, or otherwise hiding your controlled medications, the medication(s) may be discontinued, and you may receive a major Conduct Report for misuse.

#### [REFILLS OF MEDICATION - DAI 500.80.06](#)

You are responsible for submitting a Medication/Medical Supply Refill Request (DOC-3035C) for all medication refills from HSU 3 days prior to your medication running out. Include your name, DOC # and floor/wing on the form. It is acceptable to have one full blister card of medications along with a partially filled card of medications with a 7 day or less supply.

There will not be a copay charge for medication refills. All requests for medications are generally filled the day after they are received Monday thru Friday unless it is a legal holiday.

#### [OVER THE COUNTER MEDICATIONS - DAI 500.80.04](#)

Over the counter medications are available to you through canteen. Whenever possible, you should use over the counter medications from canteen to treat minor illness or injury.

#### [MEDICAL ALERT WRISTBANDS](#)

Patients with diabetes, seizure disorders (currently taking anti-seizure medications), documented bee sting allergies, asthma (currently taking medication) and other significant medical conditions as determined by Health Service are eligible for a medical alert wristband. If you wish to wear a wristband at any time during your DOC supervision, you must submit an HSR to obtain one.

#### [MEDICAL APPLIANCE AUTHORIZATION](#)

If you require the use of medical appliance, the authorization will be documented and stored electronically. Medically authorized appliances may be allowed for a period of up to 1 year. Exceptions to this will be granted based your current medical diagnosis and physical abilities.

#### [REFUSAL OF TREATMENT - DAI 500.30.54](#)

You retain the right to refuse medical treatment. If you request to be seen and evaluated by HSU and then later decide that you no longer want to be seen, you must report to HSU at the scheduled time and refuse the appointment in HSU. You will be asked to sign a refusal for treatment at that time which will be filed in your medical record.

If you are scheduled for a medical trip and cancel or refuse treatment once you arrive for your appointment, you may be held liable for the cost of the trip.

If you intend to refuse a prescribed dose of a controlled medication you shall do so in person at the delivery location. If you intend to refuse the prescription entirely, you will need to sign the refusal form.

#### LAY-IN - DAI 309.55.02

Lay-in status is a non-paid status. You must report daily to your floor officer, work supervisor or program provider prior to the required start time before going on lay-in status. You may be on lay-in status for a maximum of three days. You will be confined to your room except for use of the restroom and during meals. Once in lay-in status you will remain there until your next work or program day.

#### SICK CELL - DAI 309.55.02

Sick cell is a paid status at involuntary unassigned rate. After 3 days of lay-in status, staff will notify HSU who will complete a face-to-face assessment with you, copayment will apply. HSU will determine sick cell status if appropriate. After being evaluated, you may have specific restrictions implemented. During sick cell status you will be confined to your room except for use of the restroom and during meals.

#### EYE/OPTOMETRY SERVICES - DAI 500.30.35

All requests for an eye examination shall be submitted to HSU on a blue HSR. Forms must be completely filled out and include a description of your optical issue. Be sure to sign the Copayment Disbursement Request section. If HSU staff determines that you should be placed on the optometrist's schedule, you will be added to the exam list. You will receive one eye glass prescription from HSU following your appointment if requested.

### **DENTAL SERVICES**

All requests for a dental examination shall be submitted on a yellow Dental Services Request (DSR)(DOC-3392). Forms must be completely filled out and include a description of your dental issue. Be sure to sign the Copayment Disbursement Request section. Based on your need you will be placed on a list. If you have an urgent need, the dental unit will call you for an appointment as soon as possible.

Only submit one DSR per issue. Due to the large number of dental requests, you may have to wait several months to receive a routine dental appointment.

A copay of \$7.50 will be charged each time you request to see and are seen by Dental.

### **CLINICAL SERVICES**

#### PSYCHOLOGICAL SERVICES UNIT (PSU)

Psychologists are available for crisis intervention or brief therapy as needed or requested in order to try to resolve personal issues. If you would like to be seen, submit a green Psychological Services Request (DOC-3035B) in order to establish contact. Be specific as to the nature of the issue that you wish to discuss. If you need immediate psychological attention, you should notify the first available staff person of your condition.

#### PSYCHIATRIC SERVICES

Patients who request to be seen by the psychiatrist will first be seen and evaluated by PSU. Patient psychiatric concerns shall first be routed to PSU so appropriate evaluation and recommendations for treatment can be made on the patient's behalf to the psychiatrist.

## **LIBRARY SERVICES**

1. A schedule will be posted showing times when your floor/wing may attend.
2. You must legibly sign in at the Library.
3. Consumable items are not allowed in the Library.
4. Studying in pairs or groups will only be allowed in the Library with staff permission
5. You are responsible for returning library materials that you checked out.

### CHECKOUT/LOAN PERIODS

Your ID card is used to check out library materials for yourself. A total of 3 items may be checked out at one time. Books are checked out for 21 days and magazines are checked out for 7 days. Overdue notices are sent weekly. Failure to return library materials and damage to items may result in discipline and/or suspension of library privileges.

### PHOTOCOPIES

Only legal, educational and program photocopies will be made in the library after being screened for appropriateness. The cost of photocopies is \$0.15 per copy side, submit a Disbursement Request (DOC-184) for the cost. You must have money in your account or be pre-approved for a legal loan at the time of the request.

### LAW LIBRARY - DAI 309.15.01

You will have the majority of law library access via computer in the library. The library has law library materials available via Electronic Inmate Law Library System. Printing of selected legal materials is available.

### TYPEWRITER/COMPUTERS

The library has a typewriter available with priority given to legal work. To save any legal, job-related or educational work from the computer, you need to own or purchase a USB flash drive.

## **EDUCATION/COMPUTER LAB**

### GENERAL STUDY

1. A computer lab schedule will be posted showing times when your floor/wing may attend.
2. Using the RACHEL/OTIS computer system, you can refresh your knowledge of basic skills, personal finance, employment concepts, technology and more.
3. A 'Drivers Study Group' can help prepare you for the DMV knowledge test.
4. A self-paced Basic or Advanced Computer module is also available upon request.

### TESTING

Those with an academic need will be offered High School Equivalency Diploma (HSED) study services. On request, Test of Adult Basic Education (TABE) testing can be proctored to assist with advanced study plans. Refer to DAI 309.55.03 Adult Basic Education for more information.

### RESUME PREPARATION & JOB SEARCHING

You may search for jobs in the WI Job Center listings, receive resume creation assistance, prepare work related documents and letters. Complete a Disbursement Request (DOC-184) for photocopies.

### COLLEGE PREP FOR POST-RELEASE

Lab resources may be used to learn about college programs across Wisconsin. Minimal assistance with defaulted student loans and new FAFSA form completion is available.

## **JOB CENTER**

You will have the opportunity to utilize the Job Center prior to your release. There you may create a resume and search for employment in your area of release. Participation in direct phone calls and staff-facilitated email communications with interested employers are possible.

## **RECORDS OFFICE**

If you have a question for the Records Office, submit an Interview/Information Request (DOC-761) identifying your concern.

### FILE REVIEWS

1. The Records Office has your legal, social service and education files.
2. File reviews are held in the Records Office. You will be allowed 60 minutes to review your file.
3. File reviews are limited to one review every 6 months.
4. To request a file review, submit a DOC-761 to Records. If you have programming or work commitments, note your availability on the request.
5. You will be notified through institution mail of the scheduled date and time for the file review. Inform Records if you are not able to make the appointment.
6. If you do not appear for your scheduled file review, you will need to resubmit a request.
7. Complete a Disbursement Request (DOC-184) for photocopies, you must have money in your account or be preapproved for a legal loan.

### NOTARY SERVICE- DAI 300.00.56

1. Notary services are available in the Records Office:
  - Mondays 3:00 p.m. – 3:30 p.m.
  - Wednesdays 8:00 a.m. – 8:30 a.m.
2. You do not need to send a request to receive notary service during the scheduled times.
3. Only documents listed in policy will be notarized.

### RELEASES

Release will occur after 8:00 a.m. on the day of release if family/friends are picking you up.

1. ERP Releases: The court has 30 days from the date the court receives the letter and DOC-2259 from the Record's Office. The release shall occur within 6 business days of receipt of the signed court order. If a Parole Grant is necessary, a letter shall be submitted to the Parole Commission before Program Completion. The Record's Office shall monitor receipt of parole grant and you shall be released no later than 30 days after effective date in order.
2. Sentence Adjustment: 75%/85% Wisconsin State Statute 973.195 and 973.198 releases occur within 30 days of the date the Judge signs the order. If you have a consecutive sentence to the sentence that was granted a sentence adjustment, then the next consecutive sentence begins on the date that the Judge signs the order for sentence adjustment.

## **ATTORNEY PHONE CALLS**

You must complete a Telephone Request Attorney Add/Delete (DOC-1631) with an attorney's name, telephone number and state bar number, and submit it prior to making any attorney phone calls from the floors. Upon verification and approval, calls to your attorney will not be recorded. Requested the form from and returned it to your assigned case manager.

### ATTORNEY CONTACTS

If an Attorney wishes to have a professional call or visit with you they shall contact the Records Office to schedule one. To call your Attorney, you must do so by using the phone on your assigned floor/wing.

## COURT CALLS & VIDEO COURT HEARINGS

1. The court may contact the Records Office to arrange a court hearing via the telephone or video conferencing equipment. If Records is contacted, you will receive a hearing notice from them stating where to report for the hearing.
2. If you receive a Notice of Hearing from the court stating that you are to appear by phone or video conferencing, write the Records Office and include the notice so Records can contact the court to schedule the call.
3. If you receive a Notice of Hearing for a non-criminal issue and it does not specify that you can appear by phone, you need to write to the Court requesting a phone appearance. If the Court approves the request, the court will contact Records to make the arrangements.

## **WORK RELEASE**

To be eligible for work release you must meet the following criteria:

- Have Community Custody Classification
- Have a high school diploma or equivalent.
- Have a Social Security card at CVCTF.
- Hold a job at CVCTF for at least 30 days to establish work history and evaluations.

Work release is a privilege and being eligible for work release does not guarantee employment.

1. Work release wages are deposited electronically and processed when the Business Office receives a copy of your check stub. Review DAI 324.00.01 for more information, including access to work release funds.
2. Withholding for room, board and transportation are taken and applied to the month in which the check stub is received.
3. The Work Release Coordinator arranges transportation to and from the work sites.
4. The Coordinator will provide information regarding clothing necessary for employment. State issued items clothing, jackets and footwear are not authorized for work release once you are given the opportunity to purchase clothing.

## **INMATE COMPLAINTS**

The purpose of the Inmate Complaint Review System is to provide you a process by which grievances may be raised, investigated and decided. Complaints must be filed within 14 days of the incident giving rise to the complaint. Prior to submitting a formal complaint, you are expected to attempt to resolve the issue per Administrative Code DOC 310.07(1) by following the proper Chain of Command. It is often more effective and less time consuming to bring a concern to the attention of a staff member in the immediate area at the time of occurrence. Allow staff time to correct the situation. Please review the Inmate Complaint (DOC-400) for specifics on how to file. Completed forms shall be deposited in the locked box on your floor marked "Inmate Complaint Examiner". If the issue of your complaint resolves before you receive a decision or if you have questions, submit an Interview/Information Request (DOC-761) to the Institution Complaint Examiner (ICE).

## DAI Handbook References –Minimum Security Facilities and General Population

### Accounts (funds)

- 28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
- 38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)
- Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments
- Wisconsin Statutes s. 301.31 – Wages to prisoners
- Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers
- Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners
- Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison
- Wisconsin Statutes s. 303.065(5) – Work Release Deductions
- Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision
- Wisconsin Statutes Ch. 767 – Actions Affecting the Family
- Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act
- Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges
- Wisconsin Statutes s. 973.042 – Child Pornography Surcharge
- Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge
- Wisconsin Statutes s. 973.045 – Crime Victim Witness
- Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge
- Wisconsin Statutes s. 973.05 – Fines
- Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments
- Wisconsin Statutes s. 973.06 – Costs
- Wisconsin Statutes s. 973.20 – Restitution
- 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
- Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard
- Wisconsin Administrative Code Ch. DOC 303 – Discipline
- Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
- Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.
- Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge
- Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds
- Wisconsin Administrative Code s. DOC 309.48 - Procedure for inmate requests for disbursements of inmate account funds
- Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints
- Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Copayment Charges
- Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
- Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee

### 2017 WI Act 89 Requests

- Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities
- Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners
- Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

### ADA

- Americans with Disabilities Act of 1990, as amended, 42 USC Ch. 126, Sub ch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)
- Code of Federal Regulations, 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services

### Canteen

- Wisconsin Statutes s. 301.27(2) – Vending Stands
- Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients
- Wisconsin Administrative Code s. 309.20 – Personal Property
- Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose
- Wisconsin Administrative Code s. 309.52 – Canteen
- Wisconsin Administrative Code s. 316.04 – Copayment

### Classification

- Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact
- Wisconsin Statutes s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners
- Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty
- Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

### Community Service

- Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
- Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

### **Compensation (I/M)**

- Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal
- Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use
- Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement
- Wisconsin Administrative Code s. DOC 309.55 – Compensation
- Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

### **Complaints (I/M)**

- WI Administrative Code 303 – Discipline
- WI Administrative Code 310 – Complaint Procedures

### **Contraband**

- Wisconsin Administrative Code Ch. DOC 303 – Discipline

### **Count**

- Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count

### **Digital Legal Materials**

- Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

### **Discipline (I/M)**

- Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats
- Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences
- Wisconsin Administrative Code Ch. DOC 303 – Discipline
- Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program

### **DNA Collection**

- Wisconsin Statutes s. 165.76 – Submission of human biological specimen
- Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements

### **Education**

- Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment

### **ERP Programs**

- Wisconsin Statutes s. 302.045 – Challenge Incarceration Program
- Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program
- Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision

### **HSU Access to Care**

- Wisconsin State Statutes s. 301.03 General Corrections authority
- National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

### **HSU Copayments**

- Wisconsin State Statutes s. 301.03 General Corrections authority
- Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 Access to Care
- Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review
- Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients
- Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge

### **Hygiene/Hair**

- Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene
- Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

### **Interstate Transfers**

- Wisconsin Administrative Code s. 303.28 – Disobeying Orders
- Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

### **Lay In/Sick Cell**

- Wisconsin Administrative Code s. DOC 309.55 – Compensation
- Wisconsin Administrative Code Ch. DOC 316 – Copayment

### **LEP**

- Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency
- Federal Title VI, 42 U.S.C. s. 2000d, et seq
- 28 C.F.R. s.42.104

### **Law Library**

- Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)
- Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties
- Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties
- Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying
- Wisconsin Administrative Code s. DOC 309.155 – Legal Services

### **Legal Loans**

- Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers
- Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners
- Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
- Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)
- Wisconsin Statutes s. 809.62 – Rule (Petition for review)
- Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents
- Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
- Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
- Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)
- Wisconsin Statutes s. 974.06 – Postconviction Procedure
- Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)
- Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail
- Wisconsin Administrative Code s. DOC 309.155 – Legal Services
- Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
- Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
- Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

### **Library**

- American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336
- American Library Association (ALA) – Library Bill of Rights
- American Library Association (ALA) – Freedom to Read Statement
- American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)
- Wisconsin Administrative Code s. DOC 309.02 – Definitions
- Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
- Wisconsin Administrative Code s. DOC 309.05 – Publications

### **Mail**

- Wis. Stat. §19.31
- Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband
- Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail
- Wisconsin Administrative Code s. DOC 303.72 – Major penalties
- Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
- Wisconsin Administrative Code s. DOC 309.02 – Definitions
- Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
- Wisconsin Administrative Code s. DOC 309.05 – Publications
- Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose
- Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying

### **Marriages**

- Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration
- Wisconsin Statutes Ch. 765 – Marriage
- Wisconsin Statutes Ch. 767 – Actions Affecting the Family
- Wisconsin Administrative Code s. DOC 309.06 – Visitation
- Wisconsin Administrative Code s. DOC 309.08 – Visiting List
- Wisconsin Administrative Code s. DOC 309.10 – Special Visits
- Wisconsin Administrative Code s. DOC 309.20 – Personal Property
- Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices

### **Meals**

- Wisconsin Administrative Code s. DOC 309.23 – Food
- Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids

### **Medications**

- 66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140
- Standards for Health Services in Prisons, National Commission on Correctional
- Health Care, 2014, P-C-05 -- Medication Administration Training

- Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02

### **Name Changes (I/M)**

- Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles

### **Notary Services**

- 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
- Wisconsin Statutes s. 20.919 – Notary public
- Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property
- Wisconsin Statutes s. 706.07 – Uniform law on notarial acts
- Wisconsin Statutes s. 782.04 – Petition; contents
- Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages

### **Observation Placements**

- Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act
- Wisconsin Administrative Code Ch. DOC 311 – Observation Status

### **Off-site Authorization**

- Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates
- Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
- Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
- Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

### **Phone Calls (Incl. Atty and International)**

- Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls
- Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys
- Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval

### **PREA**

- 34 U.S.C. §30301 Prison Rape Elimination Act of 2003.
- 28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

### **Programming**

- Wisconsin State Statutes s. 301.03 General Corrections authority
- Wisconsin Administrative Code s. 302.13 – Program Need Assignment
- Wisconsin Administrative Code s. 302.14 – Program Enrollment

### **Project Crew**

- Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
- Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
- Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

### **Property**

- Wisconsin Administrative Code s. DOC 309.02(16) – Pornography
- Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
- Wisconsin Administrative Code s. DOC 309.05 – Publications
- Wisconsin Administrative Code s. DOC 309.20 – Personal Property
- Wisconsin Administrative Code s. DOC 309.40 – Clothing
- Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying

### **PSU Access**

- Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 Mental Health Screening and Evaluation

### **Religious Practices (Property and Diets)**

- Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons
- Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers
- Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations
- Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction
- Wisconsin Administrative Code Ch. DOC 303 – Discipline
- Wisconsin Administrative Code s. DOC 303.35 – False names and titles
- Wisconsin Administrative Code s. DOC 309.02 – Definitions
- Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
- Wisconsin Administrative Code s. DOC 309.05 – Publications
- Wisconsin Administrative Code s. DOC 309.10 – Special Visits
- Wisconsin Administrative Code s. DOC 309.20 – Personal Property
- Wisconsin Administrative Code s. DOC 309.23 – Food
- Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
- Wisconsin Administrative Code s. DOC 309.23 – Food

## **Room Cleanliness**

- Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

## **Searches**

- Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution
- Wisconsin Administrative Code s. 306.17 – Search of Inmates
- Wisconsin Administrative Code s. 309.20 – Personal Property
- Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

## **Sex Offender Notification**

- Wisconsin Statutes s. 301.45 – Sex Offender Regulations
- Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law

## **Social Media Use (I/M)**

- Wisconsin Administrative Code s. 303.28 – Disobeying Orders
- Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

## **Urinalysis Testing**

- Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs
- Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs
- Criminal Justice Drug Testing Act May 1990
- Wisconsin Administrative Code Ch. DOC 303 – Discipline
- Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates
- Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

## **Work Assignments**

- Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
- Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

## **Visiting**

- Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate
- Wisconsin Administrative Code s. 306.18 – Search of Visitors
- Wisconsin Administrative Code s. 309.02 – Definitions
- Wisconsin Administrative Code s. 309.06 – Visitation
- Wisconsin Administrative Code s. 309.07 – Conduct During Visits
- Wisconsin Administrative Code s. 309.08 – Visiting List
- Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates
- Wisconsin Administrative Code s. 309.10 – Special Visits
- Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
- Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

## **Voting**

- Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors
- Wisconsin State Statute 301.03(3a) – General Corrections Authority
- Wisconsin State Statute 973.09(4m) – Probation
- Wisconsin State Statute 973.176(2) – Voting
- 2005 Wisconsin Act 451 – Relating to Administration of Elections

## **Work and Study Release**

- Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates
- Wisconsin Administrative Code s. DOC 303.72 – Major penalties
- Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition
- Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing
- Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses
- Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds
- Wisconsin Administrative Code s. DOC 309.52 – Canteen
- Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
- Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release
- Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision